



Trustees' Annual Report for the period

From

1 April 2019

To 31 March 2020

Section A

Reference and administration details

Charity name

St Aidan's Community Centre Organisation

Other names charity is known by

Brunton Park Community Centre

Registered charity number (if any) 522040

Charity's principal address

19 Grenville Drive

Brunton Park

Newcastle upon Tyne

Postcode

NE3 5PA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Leigh Geddes	Chair		
2	Jessica Carr	Secretary		
3	Helen Watson	Treasurer		
4	Brian Duell	Property Manager		
5	Simon Watson	Bookings Secretary and Webmaster		
6	Louise McGeary			
7	Ruth Pullan			St Aidan's Church
8	Susie Coates			
9	David Spencer			
10	Howard Cleeve		To March 2020	St Aidan's Church
11	Nicola Hudson			
12	Tracey Gasper			
13	Barrie Todd			St Aidan's Church
14	Chris Watson			St Aidan's Church
15	Julie Seaton			St Aidan's Church
16	Steve Henning		From June 2019	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Tim Bates	Michael Geddes
John Duncan	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	<p>The management committee consists of:</p> <ul style="list-style-type: none"> • A secretary and treasurer elected at the annual general meeting; • Up to six persons appointed by St Aidan's church; • Other members nominated by the affiliated organisations /elected at the annual general meeting.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote the benefit of the inhabitants of Brunton Park and Melton Park and the neighbourhood without discrimination. To advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants.

To establish, maintain and manage the community centre for the activities promoted by the organisation and its constituent bodies, in the furtherance of the above objects.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Community Centre Organisation achieves its charitable objectives through maintenance and management of the community centre. We have continued to host a very wide range of activities, including:

- Fitness groups including zumba, yoga, pilates and ladies' keep fit
- Bridge clubs and bridge school
- Indoor bowls
- Floral art
- Toddler group
- Playgroup
- Parish council meetings
- Cactus club
- Women's Institute
- Residents' groups
- Baby and children's groups including sign language, music, performing arts and cooking
- Karate
- Faith based groups
- Art classes for adults and children
- Music groups
- Language classes
- First aid
- Ad hoc birthday parties and celebrations

The centre is currently closed to most groups in accordance with the national response to the coronavirus pandemic. Snakes & Ladders Playgroup, which provides childcare for key workers, is the only exception.

We have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charities Commission's public benefit guidance.

Summary of the main achievements of the charity during the year

The community centre is run by volunteers. We are proud that we have continued to maintain the centre at a high standard throughout the year.

Hall floor refresh

The floor in the hall was cleaned, burnished and lacquered in the summer 2019.

New chairs

In January 2020 we purchased 150 new blue chairs for the hall. The purple chairs from the hall have been moved into the club room and committee room. Damaged chairs were disposed of, and the remaining older red and black chairs were offered free to the community. These were quickly taken and rehomed.

Autumn fair

We held our annual autumn fair in September 2019. The fair was well supported by our users and the local community, and raised a total of £1,402. In addition, we received generous donations from some user groups and individuals. All contributions of time and money are very much appreciated.

The funds raised from the fair go towards the repairs and maintenance of the community centre.

Community Christmas party

The community centre once again hosted a community Christmas party for local people, including performances from local children, afternoon tea and singing. We were helped by individual local volunteers and by St Aidan's Church.

Our response to the coronavirus pandemic

The community centre building has been closed to users during the lockdown period, with the exception of Snakes & Ladders playgroup, which provides childcare for key workers and is therefore regarded as an essential service. We are keeping the building clean and operational so that they can continue to provide this service. We have waived Snakes & Ladders' rent during this exceptional period, when they are operating in these unusual circumstances, and at a much reduced capacity.

We have offered help to our regular business users, who may have found themselves in difficult and uncertain financial circumstances following the sudden closure of the centre, by cancelling and refunding our fees for the period January – March 2020.

Section E Financial review

Brief statement of the charity's policy on reserves

Our policy is to maintain sufficient reserves to fund repair or replacement of essential items such as the boiler, and to continue to pay our outgoings for about six months if the centre had to close temporarily. It is estimated that this requires a sum of £23,000. The accounts show that we held unrestricted reserves of £29,110 at the year end. Our reserves are enabling us to support our users and to maintain the building during the current period of uncertainty and while we have no income.

Further financial review details (Optional information)

Sources of income

Our main source of income is from hiring out the community centre to users. This is supplemented by income from the 500 Club and funds raised at the autumn fair. Occasionally we receive other donations and grants. Our rental income is slightly reduced for 2019/20 and will be very substantially reduced during 2020/21, due to the cessation of most of our activities in response to the coronavirus pandemic. We have received a government small business grant of £10,000 which will help during this period.

Section F Other optional information

Financial outlook

We finished the financial year with a very good financial position, with reserves above our target level. Since then, we have received a small business grant of £10,000 from the government and been refunded an overpayment of £5,957 from our electricity supplier. This leaves us in a strong position to face what is a very uncertain future.

While we support Snakes & Ladders to stay open to provide childcare for key workers, we are operating with no regular income but are continuing to incur most of our usual expenses (cleaning, insurance, gas and electrical safety checks, etc). We have sufficient reserves to continue operating without our usual income over the coming months.

We have made no decisions about reopening the building to other users. We will keep a watching brief and act in accordance with government advice.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

L. Geddes

H. Watson

Full name(s)

Leigh Geddes

Helen Watson

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

15 June 2020



Section A

Independent Examiner's Report

Report to the trustees

St Aidan's Community Centre Organisation

On accounts for the year
ended

31 March 2020

Charity no
(if any)

522040

Set out on pages

1 to 4

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no material matters have come to my attention (~~other than that disclosed below *~~) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

15 June 2020

Name:

Andrew Bassett FCA

Professional body

Fellow of the Institute of Chartered Accountants in England & Wales

Address:

24 Northumberland Avenue, Forest Hall, Newcastle upon Tyne, NE12 9NR

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

St Aidan's Community Centre Organisation **Receipts and payments accounts**

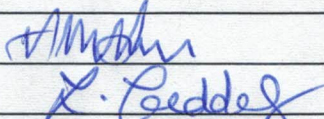
Registered
charity
522040

For the period from 1 Apr 2019 to 31 Mar 2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
Receipts				
Affiliation fees	6,308	-	6,308	5,187
Contract hires	19,887	-	19,887	21,412
General hires	3,340	-	3,340	3,082
Autumn fair	-	1,402	1,402	1,459
500 Club	-	2,454	2,454	2,436
Interest	87	-	87	78
Other	-	-	-	13
Donation	99	997	1,096	1,077
Total receipts	29,722	4,853	34,575	34,744
Payments				
Rates and water	1,397	-	1,397	1,380
Cleaning and waste	9,846	-	9,846	9,432
Insurance	2,136	-	2,136	2,090
Gas and electricity	6,424	-	6,424	6,165
Buildings and grounds maintenance	6,398	3,555	9,953	9,426
Equipment	3,888	-	3,888	531
Consumables	1,422	-	1,422	1,428
Fees	828	-	828	1,777
Autumn fair expenses	-	488	488	421
500 Club	-	780	780	780
Other	531	-	531	731
Total payments	32,870	4,823	37,693	34,161
Net of receipts/(payments)	- 3,148	30	- 3,118	583
Cash funds last year end	32,258	525	32,783	32,200
Cash funds this year end	29,110	555	29,665	32,783

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	National Savings Investment Account	10,969	-
	Barclays current account	17,333	551
	Cash in hand	808	4
	Total cash funds	29,110	555
	(agree balances with receipts and payments account(s))		
		Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets	Debtors	369	-
	Haven power overpayment	5,967	
	Payment in advance (PRS licence to March 2021)	818	-
B3 Investment assets	Details	Cost (optional)	Current value (optional)
	None	-	-
		-	-
B4 Assets retained for the charity's own use	Details	Cost (optional)	Current value (optional)
	Community centre (2019 sum insured)	-	952,347
	Community centre furniture and equipment	-	-
		-	-
B5 Liabilities	Details	Amount due (optional)	When due (optional)
	User refunds due	269	
	Receipts in advance	85	
	500 Club prizes owed: February and March 2020	60	
	Other creditors and accruals	991	
Signed by one or two trustees on behalf of all the trustees	Signature		Date of approval
			15 June 20.
			15th June 20.

Notes to the accounts

Note 1 Restricted funds

Restricted funds are funds that are given to the community centre for a particular purpose. They are accounted for separately to ensure that they are deployed for the purpose for which they were given. Monies raised at the autumn fair and donations towards the autumn fair are treated as restricted, because we advertise that proceeds of the fair go to our repairs and improvement fund. Similarly, 500 Club receipts and donations towards the 500 Club are treated as restricted.

Repairs and improvement fund

The community centre's main restricted fund is the repairs and improvement fund. Income to the fund comes from the 500 Club and the Autumn Fair, and donations.

Autumn fair expenses and 500 Club expenses (mostly cash prizes) are taken from this fund, and the remainder is spent on repairs and improvement of the community centre.

The balance remaining in the fund at the year end is the amount of 500 Club money for the year 2020 still to be paid out in prizes after 31 March 2020. (This includes the February and March 2020 prize as these were still outstanding at the year end.)

Repairs and improvement fund	2019/20 £	2018/19 £
Opening balance	525	5,495
Income for the year	4,853	4,444
Expenses: 500 Club and autumn fair	-1,268	-1,201
Expenditure on repairs and improvements	-3,555	-8,213
Closing balance	555	525

Christmas tea party

This accounts shows donations specific to the Christmas tea party. These are accounted for in a separate restricted fund.

Christmas tea party	2019/20 £	2018/19 £
Opening balance	0	0
Income for the year: donations relating to tea party	0	500
Expenses: tea party expenses	0	-500
Closing balance	0	0

Note 2 Expenditure on buildings and grounds

The community centre spends a significant amount of its funds on buildings and grounds maintenance. The £9,953 shown in the accounts for the year is made up as detailed below.

	£
Safety checks and certificates (includes two annual electrical tests, April 2019 and March 2020)	2,478
Grounds maintenance	1,862
Clean, burnish and lacquer hall floor	1,074
Joinery (e.g. repairs to hinges and doors)	1,060
Lighting repairs and replacements	698
Boiler / heating repairs / maintenance	577
Contribution to new noticeboard	400
Painting	290
Other (replacement hand drier, repaired roller shutter, cleaning out guttering)	646
Total	9,953

Note 3 Expenditure on equipment

The community centre spent £3,888 on equipment during the year. This includes both new equipment and repairs and maintenance of existing equipment. The £3,888 shown in the accounts for the year is made up as detailed below.

	£
New chairs	2,455
Sound equipment	1,142
Kitchen equipment	147
CCTV maintenance	144
Total	3,888

Note 4 Haven Power overpayment

At 31 March 2020, we had overpaid our electricity by £5,9657.04. This is due to invoices being calculated on estimated rather than actual meter readings, because our electricity meter is located in a locked cupboard. The centre's electricity usage has decreased following the installation of LED lighting throughout the centre.

We have requested a refund of the overpaid amount and this has been received in April 2020.

Note 5 Coronavirus - centre closure and help for users

In response to the coronavirus pandemic and government advice to limit non-essential travel and social interaction, the community centre closed to all groups except Snakes & Ladders playgroup from Tuesday 17 March. Snakes & Ladders playgroup is an exception because it provides childcare to key workers.

We are helping Snakes & Ladders playgroup by waiving their rent during this period, while they are operating under difficult circumstances and with a much reduced number of children.

We are helping regular business users whose activities at the community centre constitute a regular part of their self employed income by offering refunds for rent paid during the period January - March 2020. The majority of these refunds had been processed as at the end of March 2020 and are reflected in the reduced receipts from contract users during the 2019-20 year.

We are continuing to pay outgoings (for example electricity, cleaning, gas safety certificate) to keep the building operational for Snakes & Ladders during this period. We are in a good financial position and have sufficient cash reserves to enable us to do this. We have also received support from Newcastle City Council in the form of a £10,000 small business grant on 1 April 2020.

Note 6 Related party transactions

There were a number of transactions during the year between the community centre and individuals who are members of the management committee or who are closely related to members of the management committee. All such transactions are conducted on the community centre's normal terms of business, and hires are at the rates published on the website.

The community centre received income from the following organisations, which are considered to be related parties.

Communikids	Falcons Bridge Club
MADD Club	Heathfield Amenities
Art for NE1	St Aidan's Church

The only payments made to related parties during the year were to St Aidan's church. During the year, the community centre made a regular contribution of one third of the cost of grounds maintenance, and contributed £975 towards repairs to the path, £50 towards the Christmas tree and £400 towards the new noticeboard.